

CLP RAS LAB ASSIGNMENT INFORMATION

Sent to: M. Hayes (SF-PR) 214/665-2705

REMINDER: NEVER CONTACT THE CLP LABORATORIES, ONCE ASSIGNED. IF YOU HAVE A QUESTION OR MUST MAKE A CORRECTION, YOU MUST CONTACT THE RSCC OR MARGARET JAROSZ FROM SMO.

Date: 05/18/15
Case #: 45299
Site Name: Wilcox Oil

REMINDER: ALL COOLERS SHIPPED TO CLP LABORATORIES MUST CONTAIN A TEMPERATURE BLANK.

PLEASE READ ATTACHED CONTAINER REQUIREMENT DOCUMENT

21 day turnaround

283 low conc. waters for TM + Hg analysis by ISM01.3.

In SCRIBE you must enter the lab name exactly as shown below:

Lab Name & Address: ALS Laboratory Group - Salt Lake City - DATAC
960 West LeVoy Drive
Salt Lake City, UT 84123
Attn: Meredith Edwards
801-266-7700

Paperwork: (1) Inorganic SCRIBE Traffic Report/Chain of Custody Form
(2) Inorganic Sample Numbers (ex. MF100)
(3) Chain of Custody Tape

Note: **The sampler must include the TM + Hg, under “analysis” and it must show in the COCs.**

INSTRUCTIONS FOR TM + HG ANALYSIS

ICP-AES for: Aluminum, Calcium, Iron, Magnesium, Manganese, Potassium, Sodium.

ICP-MS for: Antimony, Arsenic, Barium, Beryllium, Cadmium, Chromium, Cobalt, Copper, Lead, Nickel, Selenium, Silver, Thallium, Vanadium, Zinc

Hg

This information should show on the traffic reports under “Analysis Key”.

Packaging and Shipping:

- (1) Place custody seals on each sample container as well as on the cooler prior to shipment. See note concerning the use of tags in the **Container Requirements document**.
- (2) The **signed and dated** Regional copy of the traffic report/chain of custody must be sent to:
Myra Perez
USEPA
10625 Fallstone Road
Houston, Texas 77099

- (3) The Lab copies of the SCRIBE traffic report/chain of custody must be placed in a zip lock bag and taped to the inside of the cooler lid. Samples in this cooler should correspond to the ones listed on the traffic report/chain of custody.
- (4) Use 1 airbill per cooler.

ALL LOW CONCENTRATION WATER AND SOIL SAMPLES FOR ORGANIC AND INORGANIC ANALYSES MUST BE SHIPPED WITH ICE. PLACE ICE IN ZIP LOCK BAGS ON TOP OF SAMPLES IN THE COOLER.

SMO COORDINATOR – MARGARET JAROSZ

SHIPPING INFORMATION: *Email address changed*

1. E-mail shipping information, daily, to: **mjarosz@csc.com**
2. Please be sure to include the following information in your daily e-mail
 - a. The case number.
 - b. Name of laboratory.
 - c. Airbill number.
 - d. Number of coolers under each airbill number.
 - e. Number of samples per matrix per concentration in each cooler.
 - f. Type of analysis.
 - g. Shipping complete?
3. If you are shipping on a Friday for Saturday delivery you must call Margaret before 3:00 pm EST. Margaret's phone number is ~~703/818-4354~~. **Margaret's phone number is unknown at this time. She can be reached by e-mail.**
4. **Remember to export the xml file daily to SMO.**

Instructions for Uploading COCs into the SMO Portal

1. Export the .xml file from Scribe using the Export button located on the top left toolbar and select the COC XML File (*.xml) option.
 - In the Export options, select the CLP Region Copy (Includes additional Site and Geospatial Information).
2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.
 - **NOTE:** The file will be marked with a status of either Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. Use the exact format/punctuation of the Lab Name for best results.
4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.
 - **NOTE:** If the file was not accepted for further use within the CLP program, see note in previous step for solution.

NOTES:

- Contact the CLPSS Help Desk at CLPSSHelpdesk@fedcsc.com or 703-818-4200 for assistance with uploading your .xml file.